

JOB DESCRIPTION

Job Title	Assistant Registrar
Grade	Manager B
Directorate	Merchant Shipping Directorate
Unit	Registry
Report To	Registrars
Direct Subordinates	As Required

MAIN JOB PURPOSE

To assist the Registrars with the day-to-day planning, organization, coordination and control of operations. To conduct research and analysis of local, foreign and international legislation, procedures, practices, statistics etc., and assists in the development of relative appropriate action, including the drafting of new legislation, and assists in the registration of ships and the provision of ancillary services.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Main Responsibilities	<ol style="list-style-type: none"> 1. Deals with clients in executing the following registry transactions (including the preparation of the necessary documentation/certificates for the Registrar's authentication) according to written procedures: <ul style="list-style-type: none"> • Transfer of ownership • Changes of vessel name and/or particulars; and • Financing and mortgages including discharges, transfers and amendments; 2. Enters Registry transactions in Registers (in particular those related to new registrations, ownership, vessel name, vessel particulars and mortgages/financing) for authentication by the Registrar; 3. Ensures that Registers are backed-up (by creating electronic copies using optical scanners) on a continual basis and that back-up copies are updated whenever new entries are made in the original Registers; 4. Ensures that safety and security procedures are followed for the safeguarding of original Registers and back-up copies; 5. Advises and assists the Registrar on matters dealing with changes to operating procedures, corrective or preventive action in the event of actual or anticipated non-conformances, quality and operational control/improvement, and deletion of ships from the Registers; 6. Assists the Registrar in dealing with correspondence/communications

Key Responsibilities	Key Elements
	<p>related to registration and assists in the preparation of reports;</p> <ol style="list-style-type: none"> 7. Assists in the Directorate's bilateral and multilateral shipping relations with emphasis on the implementation and management of international maritime conventions and agreements; 8. Provides assistance and advice to the Registrar on issues related to seafarers including the training and certification of seafarers; 9. Provides assistance and advice to the Registrar on the revision of legislation and acts as a legislative liaison, keeps abreast with international conventions, EU and national legislation that may have an impact on the operations of the Directorate and advises the Registrar with regards to the implementation of all legislation related to Merchant Shipping; 10. Advises and assists the Registrar in the formulation and implementation of departmental policies, practices and program coordination and make recommendations to increase effectiveness and efficiency within the teams, units and departments of the Directorate; 11. Coordinates the work activities of any assigned employees, prioritizes and coordinates work assignments, reviews for accuracy and recommends improvements in workflow, procedures etc; 12. Conducts statistical analysis, researches and assists in the formulation of papers, briefing notes, merchant shipping notices and reports on the shipping industry and where necessary, in the preparation of speeches and presentations; 13. Coordinates the implementation of operational changes and ensures that employees are properly trained and procedures.
General Operational Management	<ol style="list-style-type: none"> 1. Co-ordinates the initial training and periodic training of registry employees according to written procedures; 2. Co-ordinates the implementation of operational changes and ensures that employees are properly trained and procedures updated and approved prior to implementation; 3. Defines and communicates annual objectives Seafarer Certification Unit following TM policies and in accordance with the Directorate's goals/budgets/policies as set by the Registrar General; 4. Ensures that the Unit's services and activities conform to written operating procedures; 5. Develops and recommends operating/technical/procedural changes within the Unit.
Team Leadership Management	<ol style="list-style-type: none"> 1. Supervises the day-to-day registry activities conducted by the Registry Staff and meets with them on a regular basis in order to foster communication, resolve day-to-day operational problems and issues and generate ideas for improvements; 2. Supervises the entries in the Registers during the issue of certificates by the Registry Staff prior to be authenticated by the Registrar;

Key Responsibilities	Key Elements
	<ol style="list-style-type: none"> 3. Manages staff and other resources in order to ensure that defined objectives are met on time; 4. Creates reviews, updates and implements written unit operating procedures in conformance with the directorate's quality manual; 5. Provides training, guidance and counseling to the department's employees, if any, and assesses each employee's performance according to procedures, policies and time scales set by the Human Resources Manager.
Other/s	<ol style="list-style-type: none"> 1. To carry out, in a proper and professional manner, other duties assigned to him/her from time to time by the Registrar-General and/or the Authority; 2. To be available on call on a 24 hour, seven days a week basis to deal with urgent matters.

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

Key Performance Indicators (KPIs)
Essential to Role
<ul style="list-style-type: none"> • Meticulous • Discrete • Professional • Helpful
General
<ul style="list-style-type: none"> • Quality of service in the day-to-day operations • External customer satisfaction • Staff satisfaction • Strengthens the international image of the Malta flag

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

<p>Essential</p> <ol style="list-style-type: none"> 1. Qualifications <ul style="list-style-type: none"> • Tertiary level education in law or in shipping or a related management field. 2. Experience <ul style="list-style-type: none"> • At least 3 years experience in a management position or in diplomatic relations, responsible for management, researching, analyzing, drafting & recommending policies and procedures.
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3. Skills

- Good communication, writing and interpersonal skills.
- Thorough understanding of national laws related to merchant shipping and registry standards.
- Legal and financial understanding related to purchase/sale contracts and mortgages.
- Client service skills.
- Good knowledge of the shipping industry and conversant with maritime legislation and the system of ship registration.
- Ability to meet deadlines and perform under pressure and unsupervised.
- Good knowledge of management principles and practices, organizing and planning skills.
- A high level of computer literacy for compiling concise, logical and technically correct written outputs.

Desirable

- Good knowledge of international and EU institutions and knowledge of their work and practices
- Practical experience in shipping
- Good knowledge of management principles and practices.